

**BOONSBORO MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, DECEMBER 3, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 3, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Public Works Superintendent Greg Huntsberry and Police Chief Kevin Morgan. The meeting convened at 7:00 PM with the pledge and invocation offered by Mayor Long.

**REVIEW AND APPROVAL OF NOVEMBER 2018 MEETING MINUTES and REPORTS**

- **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve the **November 5, 2018 Regular Meeting**, the **November 19, 2018 Workshop Meeting Minutes** and the **November 19, 2018 Executive Session Minutes**. **Motion** carried.
  - **Motion** by Council Member Nally, second by Council Member Weaver to approve the **November 2018 Treasurer's Report**. **Motion** carried. Council Member Kerns provided the following Report:
    - The Park Reserve Account was closed and \$966.89 was deposited into the General Fund account.
    - Three (3) maturing CD's at BB&T totaling \$194,270.43 were deposited into the General Fund
    - A new CD in the amount of \$200,000 was opened with the funds at Wells Fargo – 1 year at **2.7%**
    - Three (3) new CD's were opened from General Funds with Wells Fargo
      - \$250,000 for 3 months at **2.3%**
      - \$250,000 for 6 months at **2.45%**
      - \$250,000 for 9 months at **2.5%**

**(\$9,187.50 in interest income vs. \$2,812.50 currently a Net Gain of \$ 6,375.00)**

  - An Excise Tax Money Market Account has been opened at Middletown Valley Bank – earning 1.10% and the account at BB&T in the amount of \$ 86,817.29 will be closed (**Net Gain \$739.52 interest**)
  - Recommend CD maturing on 12/6/18 in the amount of \$24,126.92 be deposited into the General Fund - This will be available for future investment or to cover unexpected expenses. Stated that she will have a recommendation in the future after review of the to-date/to-budget expenses. **Motion** by Council Member Kerns, second by Council Member Nally to deposit the \$24,126.92 into the General Fund Account. **Motion** carried.
  - The following recommendations are being made to the BMUC at the December 13, 2018 meeting:
    - Investment of the MDE Grant monies into CD's as follows:
      - ❖ \$ 115,000.00 for 90 days with Wells Fargo at a current rate of **2.3%** (covers principal payment due 4/1/2019) **\$661.25 vs. \$71.88 interest Net Gain \$589.37**
      - ❖ \$ 115,000.00 for 1 year with Wells Fargo at a current rate of **2.7%** (covers principal payment due 4/1/2020) **\$3,105.00 vs. \$287.50 interest Net Gain \$2817.50**
    - \$ 232,285 for 2 years with Wells Fargo at current rate of **3.1%** (will cover principal payment due 4/1/2021 – will have additional monies to be applied to 2022 principal payment) **\$14,401.68 vs. \$1,164.44 Net Gain \$ 13,237.24**
- TOTAL NET GAIN in interest earnings \$16,644.11 by just safely investing**
- The Mayor and Council voted in November to move the General Fund Accounts to Middletown Valley Bank – Seeking approval of the BMUC to move the Water and Sewer Fund checking accounts and User Fee Accounts (4 accounts) to Middletown Valley Bank.
  - Water and Sewer Fund checking into ICS checking – currently earning 1.10%
  - Water and Sewer User Fund Accounts into Money Markey checking – currently earning 1.25%
  - Debt Service Accounts – move Alt 40 Debt Service account to MVB Money Market checking
  - Close Debt Service Account used to hold MD Bay Restoration Funds – separate account is not mandated and keep these funds in the sewer fund checking

Net effect of earning the better market interest rate on the Utility Funds is a minimum \$5,000/year with unchanged liquidity and is recommended by the audit firm as the funds will then be collateralized and covered by FDIC insurance – we are currently over the FDIC limit at BB&T Bank and the funds are not in collateralized accounts
- Recommend looking at the advantages of combining the Water & Sewer Fund checking and updating the accounting system to minimize the internal transfer of monies and journal entries

- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **November 2018 Bills to be Paid Report. Motion** carried. Council Member Nally stated that Council Member Kerns has worked tirelessly to improve the Town's banking. He thanked her and acknowledged her hard work and dedication.

**INTRODUCTION OF TOWN MANAGER:** Mayor Long formally introduced and welcomed the new Town Manager Paul Mantello. Town Manager Mantello's first day of work was November 26, 2018.

## **PUBLIC COMMENTS**

- **Chad Matthews**, *Public Safety Commission Chairperson*. Stated that the PSC has been working with City of Hagerstown's Council Member Emily Keller on addressing the opioid crisis in Washington County and to become part of 'Washington Goes Purple.' Stated that the PSC will be holding a training session to educate residents on December 20, 2018 at 6:00pm, before their Meeting. Stated that the PSC plans to host a "Walk and Talk" door-to-door campaign in the Spring of 2019 to collect opioids. Extended the invitation to the Mayor and Council to attending their training session on December 20. Council Member Hollingshead thanked PSC Chairperson Matthews and PSC Member Christi Weaver for their hard work on this project.

## **MAYOR AND COUNCIL MEMBER CORRESPONDENCE**

- **Assistant Mayor Byrd** stated that Michael Miller and his neighbor, 106 and 108 St. Paul Street, are both having issues with stormwater running across St. Paul Street and into their drive-ways and homes. Stated that Mr. Miller runs a small music lesson business in his home is has concerns about the safety of the people coming to his home when the stormwater turns to ice. Town Manager Mantello and Public Works Superintendent Huntsberry will investigate the issue.
- **Council Member Kerns** stated that the Washington County Legislator Forum will be held at Hager Hall Conference Center in Hagerstown on December 4, 2018
- **Mayor Long** stated that the Council received a thank you note from Kathy Vesely for their participation at the Farmer's Market. He stated that the Council looks forward to participating next year as well.
- **Mayor Long** stated Washington County Board of Education Superintendent Dr. Boyd Michael will hold a 'Listening Session' at Boonsboro Middle School on December 6, 2018 at 6:00pm.
- **Mayor Long** stated he attended the outgoing County Commissioners farewell ceremony
- **Council Member Hollingshead** stated that she attended the Sex Trafficking Seminar at Boonsboro High School. Stated that it was very informative and that if anyone is at risk, they can find safety and stay at the Eastern Panhandle Shelter.

## **Police Department Report – Interim Chief Morgan.**

- Chief Morgan introduced new part-time Police Office David Rizer to the Mayor and Council. Today was Officer Rizer's first day of employment with the Town.
- Chief Morgan stated that Council Member Hollingshead and he interviewed nine (9) candidates for the Police Administrative Assistant position. He stated that he is recommending that the Town hire Amy Rudy, pending she passes her background investigation. **Motion** by Council Member Hollingshead, second by Council Member Nally to hire Amy Rudy as the Police Department Administrative Assignat, pending her background investigation. **Motion** carried.
- Chief Morgan stated that the Drug Turn-In Program will be removed from the Police Department on January 1, 2019.
- The Police Department received 83 calls for service, which included 17 motor vehicle violator contacts for the month of November 2018. There were 3 adult criminal arrests, 0 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests. The Department collected 8.3 pounds from the Drug Turn-In Program.
- Chief Morgan stated that he plans to send the two 2006 Ford Escapes and the four Barretta handguns to be auctioned by J. G. Cochran Auctions.

## **NEW BUSINESS**

**Consideration to Repair/Replace Public Works 2004 Ford F350 Truck:** Public Works Superintendent Huntsberry presented two quotes to repair the Public Works 2004 Ford F350 utility truck that has a broken exhaust manifold, and that they are looking at approximately \$3,000 to do the repair. He presented two quotes, under the State Contract, from Keystone Ford (\$40,955) and Hagerstown Ford (\$43,595) to purchase a new fully equipped 2019 Ford F350, which was budgeted at \$52,500 in the Fiscal Year 2019 Capital Outlay. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the purchase of the 2019 Ford F350 from Keystone Ford for \$40,955. **Motion** carried. Public Works Superintendent Huntsberry stated that the 2004 Ford F350 truck has 112,000 miles on it and he plans to have it auctioned *as-is* by J. G. Cochran Auctions.

**Annual Yard Debris Site Tub Grinding:** Public Works Superintendent Huntsberry presented the annual Yard Debris Site tub grinding proposal from Custom Landscape Management for the cost of \$8,500, which is the same price as last year. He stated that the State charges \$16,000 to do the tub grinding, and that Custom Landscape Management is the only company that has the portable needed equipment. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the annual Yard Debris Site tub grinding proposal from Custom Landscape Management for \$8,500. **Motion** carried.

**Request for Donation; American Legion Post 10 Ladies Auxiliary Christmas Party:** Assistant Mayor Byrd stated that a donation requested was received from the American Legion Post 10 Ladies Auxiliary for the annual Children's Christmas Party held on December 2, 2018. He stated that the Town's annual donation has been \$100. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to approve the donation of \$100 to the American Legion Post 10 Ladies Auxiliary for the Annual Children's Christmas Party, with Council Member Hollingshead abstaining because she is a member of the Ladies Auxiliary. **Motion** carried 5-0.

**Environmental Commission Recommendation for Re-Appointment:** Mayor Long stated that he is recommending the re-appointment of Kathy Vesely and Jessica Renner to the Boonsboro Environmental Commission for 3-year terms ending December 2021.

- **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to re-appoint Kathy Vesely to the Boonsboro Environmental Commission for 3-year terms ending December 2021. **Motion** carried.
- **Motion** by Council Member Nally, second by Council Member Hanson to re-appoint Jessica Renner to the Boonsboro Environmental Commission for 3-year terms ending December 2021. **Motion** carried.

**Review of Donation Policy:** Council Member Kerns stated that as the Council and new Town Manager begin the Budgeting process, it might be a good time to review the Donation Policy in the Town's Policy Manual, which was adopted in 2015. She stated that there is a donation form that should be filled out for larger annual donations to organizations such as the Fire Department, Rescue Company and National Road Heritage Foundation. She further stated that it would be nice to know what the organizations are using the donations for, and that this may be a good thing for Town Manager Mantello to review and discuss at the January Regular Meeting. Office Manager Miller stated, to her knowledge, the form has never been filled out by any organization.

**Consideration to Renew or Request for Proposals – Fiscal Year Ending June 30, 2019 Professional Audit Service:** Office Manager Miller presented, for the Councils consideration, the renewal or Request for Proposals for the Fiscal Year Ending June 30, 2019 Professional Audit Service, noting that this time last year the Council placed the Request for Proposals out for the Fiscal Year 2018 Professional Audit Service. Council discussed that since the Audit is still going on, it may be a good idea to renew Albright, Crumbacker, Moul and Intell, Inc. contact for FY19 at the proposal cost of \$13,500, which is the same as this year. Council will further consider the renewal in the Spring of 2019. Council Member Kerns stated that the Auditors will be requesting an additional extension date with the State of the current submission date of December 31, 2018. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the request of an additional extension date with the State of the current submission date of December 31, 2018 from Albright, Crumbacker, Moul and Intell, Inc. **Motion** carried.

**Consideration to Renew or Request to Bid – Fiscal Year 2020 Sanitation Contract:** Office Manager Miller presented, for the Councils consideration, the renewal or Request for Proposals for the Fiscal Year 2020 Sanitation Contract, noting that this time last year the Council placed the Request for Proposals out for sanitation. She stated that the current contract with Apple Valley Waste is \$123,590 and their cost for FY20 is \$127,695. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to renew the Sanitation Contract with Apple Valley Waste at the submitted contact cost of \$127,695 for Fiscal Year 2020. **Motion** carried.

**Discussion; Waste Water Treatment Plant Upgrade Status:** Council Member Nally stated that the BMUC plans to further discuss the Aqua Aerobics upgrade for the Waste Water Treatment Plant at their December 13, 2018 Meeting. Office Manager Miller reviewed that the Town received two upgrade proposals from Aqua-Aerobic totaling \$115,155:

- Proposal #153989 for **\$98,995** for the Allen-Bradley PLC and Interface upgrade hardware and software for the main SBR control panels and the SCADA system (which allows communication with the new CompactLogix platform)
- Proposal #154076 for **\$16,160** to upgrade the controls for Filter 1

Council Member Nally stated that he will provide a report to the Council on what the BMUC discusses at the January Regular Meeting.

**Town Employee Christmas Bonuses:** Office Manager Miller provided the Council with the Fiscal Year 2019 proposed Town employees Christmas bonuses, for their review and input, noting that there is currently \$3,000 budgeted in Employee Appreciation. Council Member Kerns stated that she recommends giving \$500 to the employees who have been with the Town for 10-years or more this year, bringing the total bonus amount to \$3,650. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the FY19 Town employees Christmas bonuses as presented and increase the increase the bonuses of the employees who have been with the Town for 10-years or more to \$500 each. **Motion** carried.

## COMMISSION REPORTS

**Public Safety Commission – T. Hollingshead.** Meeting held on November 19, 2018. Discussions included the NARCAN Training Session scheduled for December 20 at 6:00pm before the PSC Meeting, the *Washington Goes Purple* program regarding the opioid epidemic and drug abuse in our area, and updates on the Main Street SHA Traffic changes.

**Park Board – R. Weaver.** Meeting held on November 28, 2018. Discussions included plans for Olde Tyme Christmas on December 7, the application for Friends of Shafer Park, the planting of 14 trees in the Park by Nature Boys that were purchased by the Environmental Commission from Sunny Meadows, and a request from Boonsboro High School Social Studies teacher Alex Weakland for her students to volunteer in the Park for Student Service Learning Hours.

**Utilities Commission – T. Nally.** Meeting held on November 8, 2018. Presentation on the proposed Waste Water Treatment Plant PW Tech Volute Dewatering Press by Dwight Swan. Discussions included the King Road Associates future development, an update on the Water System Hydraulic Study status, an update on the LED Lighting fixtures and bulb replacement project, the WWTP PW Tech Volute Dewatering Press acquisition plan, the Fiscal Year 2020 Budget Process and Schedule, the Sycamore Run BMUC billing issue for new residents, and an update on the Aqua Aerobics WWTP Upgrade quotes and status.

- Council Member Kerns asked if the Council should appoint someone to the BMUC based on the discussion at the November Workshop Meeting when it was reported that *the BMUC feels that they should not have to go through the work of recommending a person to fill the vacancy on the BMUC if the Mayor and Council aren't going to appoint them, and that they would rather the Council just recommend a new BMUC Member.* Council Member Nally stated that the BMUC has an additional candidate who applied and that he is recommending Robert Sweeney to fill the vacancy on the Boonsboro Municipal Utilities Commission. **Motion** by Council Member Nally, second by Council Member Kerns to appoint Robert Sweeney to the Boonsboro Municipal Utilities Commission for the term ending June 2021. **Motion** carried.
- Town Manager Mantello stated that it would be a good idea for a Sewer Study to be conducted along with the Water System Hydraulic Study. He stated that he could put together a scope of work and reach out to Whitman, Requardt and Associates (WRA) to obtain a proposal for a Sewer Study. Council agreed that this is a good project to consider.
- Town Manager Mantello stated that the Town's agreement with ARRO Consulting, Inc. for engineering services ends on January 18, 2019. He stated that the Town could consider keeping ARRO on a month-to-month contract, and that Town Planner Strickler and he could work together on an RFP for Engineering Services as needed on retainer.

**Planning Commission – R. Byrd.** Meeting held on November 27, 2018. Discussions included the Easterday Re-Zoning Request and initial review of a Zoning Map Amendment Request, the scheduling of a Public Hearing for December 18 for the Easterday Re-Zoning Request, an initial discussion on the future development of the Flook Property and potential Map Amendment Request, a follow-up on the discussion of the future development by King Road Associates, the plans to review and update the Comprehensive Plan, and Planning and Zoning updates from Town Planner Strickler.

**Economic Development Commission – M. Kerns.** The Networking Breakfast was held on November 29, 2018 at 7:30am at Vesta's Restaurant, with guest speaker Steven Garland on the Youth Apprenticeship Program. The next EDC Meeting will be on December 19, 2018 in the Meeting Chambers at 9:00am.

**Environmental Commission – R. Hanson.** Meeting held on November 13, 2018. Discussions included the citizen-signature letter in opposition of the Rockwool Plant in Ranson, West Virginia, a presentation by Town Planner Ethan Strickler regarding possible Grant opportunities and the Catoctin Area Sierra Clubs anti-pipeline event at the C&O Canal Headquarters in Hagerstown on November 19, the approval to re-appoint Kathy Vesely and Jessica Renner to the BEC for 3-year terms and Subcommittee Reports.

**Town Manager Report – P. Mantello & K. Miller.**

- Stated that the Auditors returned on November 26, 2018 to finish up the Fiscal Year 2018 Audit
- Stated that the new Town employees and Mayor and Council emails are up and running -----@townofboonsboro.com

- Stated that the first Outsourced Sage Employee Payroll was last week, and checks were Direct Deposited on Friday, November 30. Stated that there were a few hiccups, but that everything seemed to run smoothly
- Stated that Olde Tyme Christmas is this Friday at 6:30pm and Holiday Inn BoonsBoro is Saturday from 8am to 4:30pm

Mayor Long asked if there was a need to hold a December Workshop Meeting due to the upcoming Holidays. Council stated that they did not think it was necessary. **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to not have a December 2018 Workshop Meeting. **Motion** carried.

Office Manager Miller asked what day the Town should hold the Employee Christmas Party this year. Council agreed that the party could be held on Friday, December 14, 2018 at 12 noon.

**Motion** by Assistant Mayor Byrd, second by Council Member Weaver to close the Regular Meeting at 8:55pm. **Motion** carried.

Respectfully submitted,  
Kimberly A. Miller  
Office Manager